



THE COMMONWEALTH OF MASSACHUSETTS
The State Reclamation and Mosquito Control Board
NORFOLK COUNTY MOSQUITO CONTROL DISTRICT
144 Production Road, Suite C, Walpole, MA 02081
(781) 762-3681 fax: (781) 769-6436
www.NorfolkCountyMosquito.org



ROBIN L. CHAPELL **NORMAN P. JACQUES** **RICHARD J. POLLACK, PHD** **LINDA R. SHEA** **KYLEE C. SULLIVAN**
Commissioners

DAVID A. LAWSON
Director

CAROLINE E. HAVILAND
Field Operations Manager

May 17th, 2023, Regular Meeting Minutes of The Norfolk County
Mosquito Control District Commission
Held by Zoom Conference

Commissioners present: Robin Chapell, Norman Jacques, Richard Pollack, Linda Shea, Kylee Sullivan

Commissioners absent:

Quorum: A quorum was established.

Others in attendance: David Lawson – Director, Caroline Haviland - Field Operations Manager, Kim Sklar – Administrative Assistant, Leandra McLean – Sharon Health Department

Note taker: Kim Sklar

- 1) **Call to Order – Establishment of Quorum.** The meeting was called to order at 1:04 P.M. by Chair Chapell.
- 2) **Public Comment** No public comment was made.
- 3) **Agenda Item: Approval of the minutes of the April 27th, 2023, Commission Meeting**

Action: The minutes of the April 27th, 2023 Commission meeting were unanimously approved to include the amended information on a motion by Commissioner Shea, second by Commissioner Pollack, with a roll call vote.

4) **Budget Overview**

a) **Overview of FY 2023**

The Director shared a budget overview sheet with the Commissioners. With total funds available of \$2,315,353 and estimated expenditures of \$2,141,787 the estimated rollover into FY2024 would be approximately \$173,566. The Director noted that the replacement truck has been delivered and a flood plain aerial application was performed May 9, 2023. The rollover still looks good this coming transition to FY24. 2.5% appropriation increase has been approved for FY24, which is a \$52,831 increase. Certification of the FY2024 appropriation is expected at the May 31st SRMCB meeting.

Cost of Living Adjustment FY24

The Director noted that he neglected to add the Cost of Living Adjustment discussion to the Agenda and asked that it be added to the general discussion. Based on data obtained from several Norfolk County towns, the average COLA is between 2.5% and 2.6%. Commissioner Shea commented that the increase is too low, given the increase in cost of living expenses, and suggested an increase of 3%. The Director stated that in conversations with other Mosquito Control Districts, the consensus is that despite a new pay scale, the current pay rate does not seem to be attracting new candidates. The average increase for other MCD's with removing the highest and lowest percentages is 3%. Commissioner Pollack noted that a 3% COLA is well within budget.

Action: The Cost of Living Adjustment of 3% for FY24 was unanimously approved on a motion by Commissioner Pollack, second by Commissioner Shea, with a roll call vote.

b) Update on Field Technician hiring

The Director updated the Commission on recent activity regarding the posting of the seventh Field Technician position. One candidate was contacted, however has not responded. The director stated that the Field Technician position will most likely not be filled for the summer.

c) Review of any updates on proposal to request SRMCB for increase in Commissioner reimbursement rate

The Director noted that there is nothing new to report on this item.

Action: The Budget Overview report was unanimously approved on a motion by Commissioner Sullivan, second by Commissioner Jacques, with a roll call vote.

5) Field work overview

The Director shared the 2023 field work accomplished report with the Commission. The Director noted that a flood plain aerial application was done and that otherwise, the Field Technicians continue with larvicide work, which is expected to end this week or next as the ULV season begins. The FOM noted an increase in the number of tire pick-up requests. This program will be suspended at the end of May to allow the crew to concentrate on our ULV, Salt Marsh and Catch Basin Programs. This notification will be shared with the Boards of Health, included in the next Agenda and will be posted on the NCMCD website.

Action: The Fieldwork Overview report was unanimously approved on a motion by Commissioner Jacques, second by Commissioner Pollack, with a roll call vote.

6) Update on Jamestown Canyon Virus Surveillance and Testing

The Director noted that the entomologist will be collecting mosquitos and sending them to UMass at the end of a six week collection period. The data will be entered through DPH.

Action: No action taken.

7) Discussion of Pending Legislative Bills

The Director stated that Commission Pollack had reviewed the legislative bills and prepared comments. Each individual bill and comments were reviewed and discussed. Minor edits were made. The Commissioners, Director and FOM expressed their gratitude to Commissioner Pollack

for his thorough review and response to each bill. The Director will email the document to Alisha Bouchard and Alex Giannantonio with the Massachusetts Department of Agricultural Resources.

Action: The legislative bill comments were unanimously approved to be sent to MDAR on a motion by Commissioner Shea, second by Commissioner Pollack, with a roll call vote.

8) Update on EV First and Fleet Rightsizing initiatives from OVM

The FOM updated the Commission on her research and noted that she met recently with Peter Woodford (MDAR) and he suggested that the landlord hire an engineer to look into readying the building for EV vehicles. There was discussion around possible payment options such as a one-time payment or lease extension. The FOM continues to communicate with the landlord in an attempt to move this forward.

Action: No action taken.

9) Next Meeting Date

The next meeting was set for Thursday, June 15th at 1:30pm. This meeting will be held by Zoom conference.

Other Notes or Information

At 2:21 p.m. the meeting was adjourned on a motion by Commissioner Shea.

Respectfully submitted,

Robin Chapell,
Chairman